



### Department of Balety

Division of State Police

## New Hampshire Medicaid Fingerprint-based Criminal Background Check

Presented by Department of Health & Human Services

## Who needs to complete a background check?

Federally determined "high risk" providers/owners under 42 CFR 455.450.

## High Risk

Owners with a 5% or greater direct or indirect ownership who provide the following services or supplies is considered high Risk:

- Home Health Providers
- Durable Medical Equipment Providers
- Any provider/owner that has been sanctioned in the 10 years prior to applying for Medicaid
- Any provider with an existing State Medicaid Plan qualifying overpayment

# What if you already had a background check by Medicare or another State?

- NH Medicaid will not required a background check if:
  - ❖ A background check has been performed by Medicare.
  - A background check has been performed by another State Medicaid program and NH Medicaid can obtain the information from the other State.

## When does a background check need to be completed?

- NH Medicaid will start background checks on November 1, 2016.
- Currently active high risk providers/owners that submitted an NH Medicaid enrollment application on or after August 1, 2015 will be subject to a background check.
- New or open applications as of November 1, 2016 will be subject to background check as part of the application process.

Letters will be sent to those providers/owners who require background checks.

## How do I start the background check process?

- Complete the criminal record release form sent with your letter.
  - Complete sections I and II
    - Section II must be completed for release to DHHS NH Medicaid.
  - Notarize Form
    - Section II must be signed in front of a notary, granting your permission for NH Medicaid to receive your criminal background record. The notary must sign and seal the form.

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Depar	tment of Safety	33 Hazen	Drive, Concord, NH 03305
NEW HAMP SHIRE	HEALTH AND HUMAN SERVICE'S CRIMIN	ALHISTORY RECORD INFORMATIO	NAUTHORIZATION
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	INSTRUCTIONS		
	R 455.434 authorizes the dissemination is confidential and released only upon th Il must be completed.		
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DSSP 417 August 2016

### What next?

The completed Criminal Record Release Authorization Form must be brought to a NH State Police LiveScan Location, along with:

- A payment of \$47.00\*, paid by:
  - –Credit Card (American Express, Visa, or MasterCard)
  - -Cash
  - -Check
  - -Money Order
  - -Prepaid Account
- Check or money Order must be made out to State of NH Criminal Records
- One form of official photo ID, such as a valid driver's license or valid passport.

Keep in mind, that the applicant will not receive this information or any of their forms back. Everything will be sent directly to the DHHS.

Retain a receipt for your records and proof if needed that the finger printing was completed.

<sup>\* -</sup> Fee is determined by the Department of Safety and Federal government, and is subject to change.

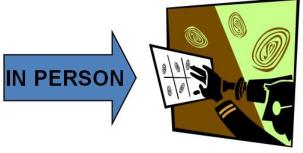
## NH & FBI CHRI Check

#### Criminal Record Release Authorization Form is completed

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Fingerprints are taken at Livescan site

Form and payment are processed at NHSP Livescan site















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Fingerprint results are matched



DHHS Program Integrity Unit 129 Pleasant St. Concord, NH 03301

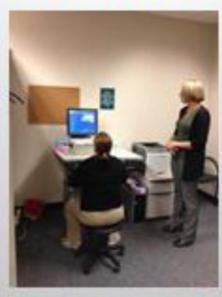
Results are sent to DHHS Program Integrity Unit

### LiveScan Locations

- NH State Police Criminal Records Unit maintains six LiveScan locations:
  - NH Department of Safety: 33 Hazen Drive (James H. Hayes Building), Concord
  - ❖ DMV Dover Point: 50 Boston Harbor Road, Dover
  - ❖ DMV Manchester Commons: 377 South Willow Street, Manchester
  - ❖ Troop E Ossipee Area: 1863 White Mountain Highway, Tamworth
  - ❖ Troop C Keene Area: 15 Ash Brook Court, Keene
  - ❖ Troop F Littleton Area: 549 Route 302, Twin Mountain
- There are some local police stations that also do LiveScan fingerprinting. You will have to call and check with your local police station to see if they do LiveScan.

## LIVESCAN







- Clean Process
- Completed in less than 15 minutes
- Quality nearly 100%



## **How Long Does This Take?**

Five to Seven Business Days

Assuming there are no delays



#### Possible Delays Include:

- Incorrectly completed forms
- Poorly taken fingerprints
- Missing payments
- Waiting for results
- Rejections

## Fingerprint Rejections



#### State of New Hampshire

DEPARTMENT OF SAFETY
John J. Barthelmes. Commissioner of Safety
Division of State Police

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305 Telephone: 603-223-8813



Colonel Kobert Quinn Director

#### FINGERPRINT REJECTION NOTICE

The enclosed submitted fingerprint images have been rejected by the FBI for reasons of low quality. A new set of fingerprints will need to be submitted along with the previous rejected prints. Please retain the state background form, which has been completed.

1st REJECTION

2<sup>no</sup> REJECTION

Please enclose a payment of \$24.75 when resubmitting a new set of fingerprint images for a 3rd time.

OR

Submit a letter of good standing from the Police Department(s) accounting for last five (5) years of residency, including any out of state residency. Only an option if your prints have been rejected by the FBI twice.

Should you have any questions regarding this letter, please contact our office at (603) 223-3867.

NH STATE POLICE CRIMINAL RECORDS UNIT

Fingerprint Rejection Notice is attached to fingerprint results that have been rejected

 This form makes note of how many times the applicant's prints have been rejected.

Fingerprint resubmissions should be returned within 14 days of rejection notice.

## **QUESTIONS?**

NH Department of Health & Human Services
Office of Improvement & Integrity

129 Pleasant Street Concord, NH 03301 (603) 271-4337

